

Clerical Office Branch
General Clerical Group
Accounting and Budget Series

BUDGET SPECIALIST

9/97(SAC)

Summary

Under general supervision, perform paraprofessional budget analysis and preparation work and routine record management tasks.

Typical Duties

Monitor, research and analyze citywide financial information. Involves: reviewing and entering into financial accounting management information system (FAMIS) budget change requests, travel requests, staffing table changes and personnel requisitions for compliance with City directives, authorized staffing levels and availability of funds, and consulting with supervisor regarding inconsistencies; assisting in production and development of monthly automated expenditure and revenue reports and specific analysis of accounts, such as auditing special project or contingency funds, as requested by analysts.

Participate in preparation of annual budget report. Involves: retrieving data from financial reports; interpreting information to produce financial schedules and budget forms in spreadsheet and graphic form; running process control reports for budget/position control balance determination; requesting system management reports; determining balance status of budget files; verifying that information is in a balanced and correct form.

Maintain budget preparation system (BPREP) data base. Involves: creating and modifying file structures for budgetary input; reviewing computer reports to identify program processing or data entry errors and advising users of errors; conferring with programmers regarding system errors; maintaining system code tables and overseeing budget code assignments; entering data into system to calculate department salary and fringe benefit requests; requesting transfer of position control files from the personnel management information system (PERMIS) to BPREP system and rollover from BPREP into FAMIS; making recommendations for the enhancement of the BPREP system.

Provide technical assistance to system users. Involves: training BPREP system users; preparing and updating operational manuals; recommending changes in programs, routines, and quality control standards to ensure integrity of entered data and system enhancement; testing and verifying changes made to BPREP.

Perform routine records management activities. Involves: classifying records according to applicable standards; reviewing records retention schedules and governmental record keeping requirements to determine timetables for transferring active records to storage or for destroying designated records; retrieving inactive records upon authorized request and ensuring their return; preparing records destruction list and requests and arranging for disposal of records upon authorization.

Perform related duties as required. Involves: substituting for coworkers or supervisor, if assigned, to maintain continuity of operations during temporary absences.

Minimum Qualifications

Training and Experience: Completion of an Associate's Degree in Computer Information Systems, or a related field, and two (2) years experience in overall technical budget preparation and accounting support for a large, multidivisional public or private entity, including the use of personal and mainframe computers and associated database retrieval and reporting applications programs; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: personal computer operation and spreadsheet, word processing and graphics software; bookkeeping principles and systems. Good knowledge of mainframe personnel and accounting systems. Some knowledge of: governmental accounting principles and procedures.

Ability to research records and extract pertinent data; express oneself clearly and concisely, both orally and in writing; plan and conduct system training programs; coordinate work with other departments; maintain records and prepare reports in an automated environment; gather and organize data.

Skill in the use and care of automated management information systems.

Director of Personnel

Department Head

OFFICIAL